# Downloading WS_FTP LE Software

FTP means File Transfer Protocol and is the standard way that users can download large files from public servers. IHS Areas and sites use FTP to download RPMS software from ITSC FTP servers. WS_FTP LE software is (sort of) shareware, available <u>free of charge</u> to government and nonprofit users.

1. Go to the FTPPlanet.com internet site: http://www.ftpplanet.com/download.htm

2. Select "English" under the Download WS_FTP LE and type in your email address (use your ihs.gov address).

3. Click the "Download Now" button.

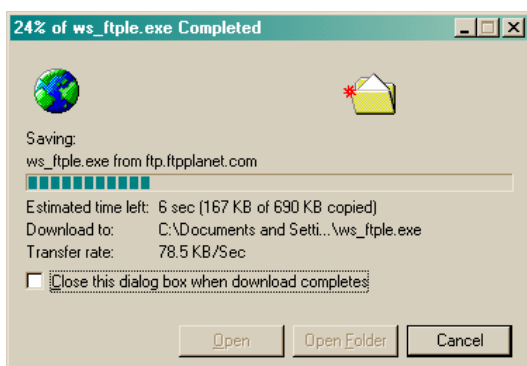4. After a few seconds, the following message should appear:
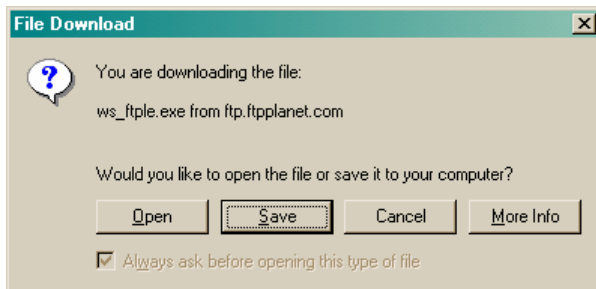
Click "Save."

5. Browse to the Desktop in the Save As dialogue box and click on "Save."
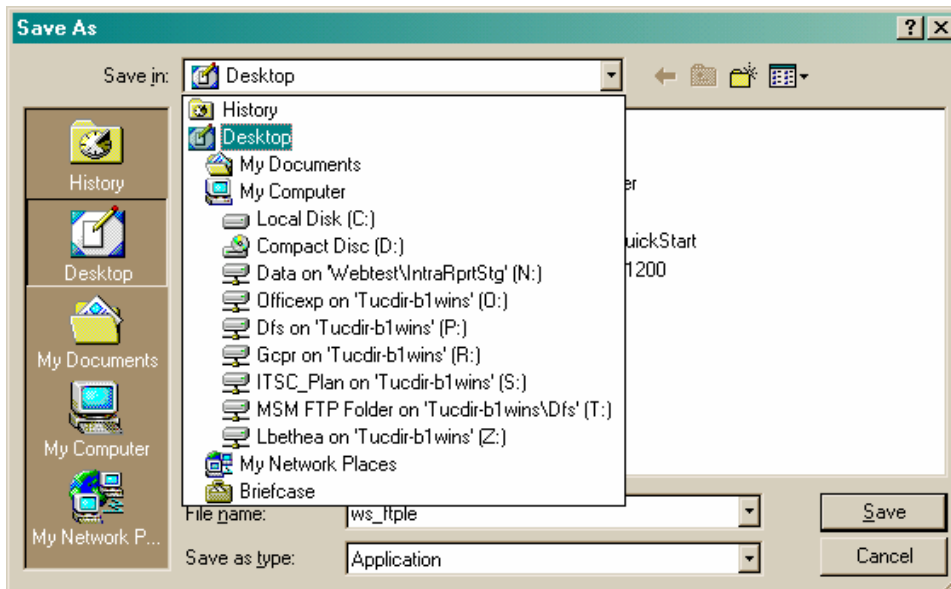
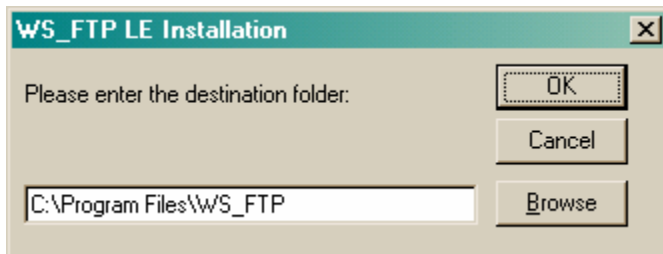The download dialogue box will appear and show you progress on your download.

Click the "Close" button when the download is complete.

6. The following icon should appear on your desktop. Double-click to open.

7. Select "Install WS_FTP LE" and "Continue."

8. Select "A United States (federal…..)" and "Next."

9. Select "At work" and "For other work purposes" and "Next."

10. Click "Accept" at the license agreement page. The following dialogue box will appear.

11. Click "OK." If you want to locate the files in another folder, use the "Browse" button to navigate.
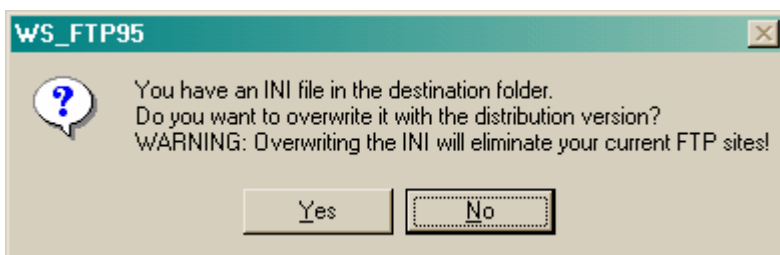
   The following dialogue box will appear, to indicate the default location for any transferred files.
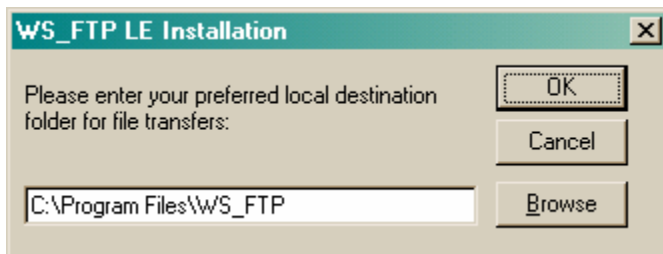
12. Click "OK." If you want to locate downloaded files in another default location, use the "Browse" button to navigate. NOTE: you can also select specific file locations at the time you are actually performing the file transfer. This is only the default location.
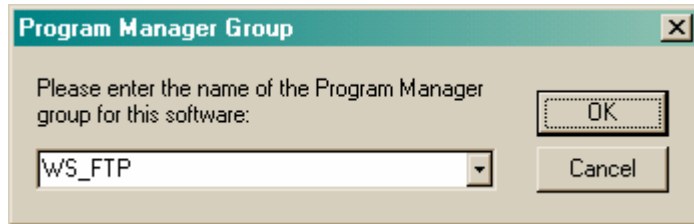
   Files will begin copying.
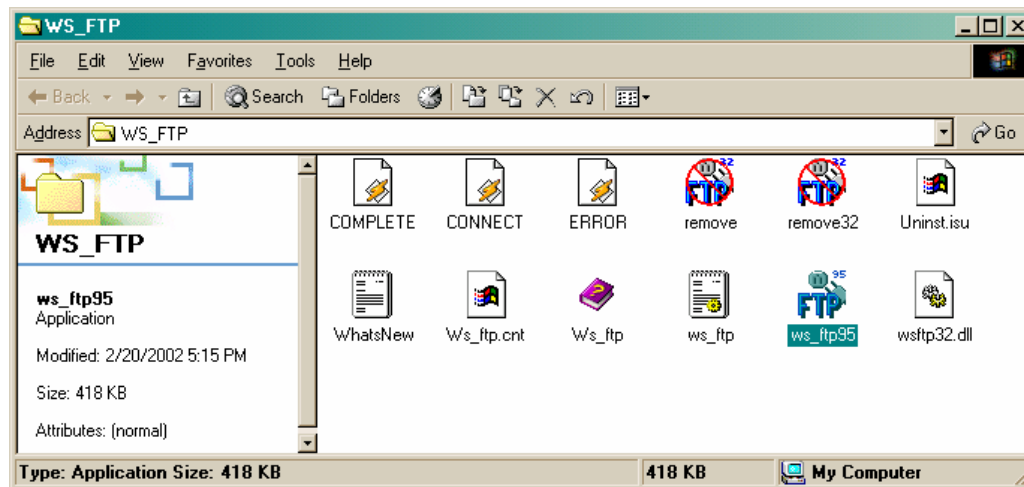
13. You may receive the following message.

   If you think your computer has been used previously to transfer files via FTP, you should select "No." Otherwise select "Yes."

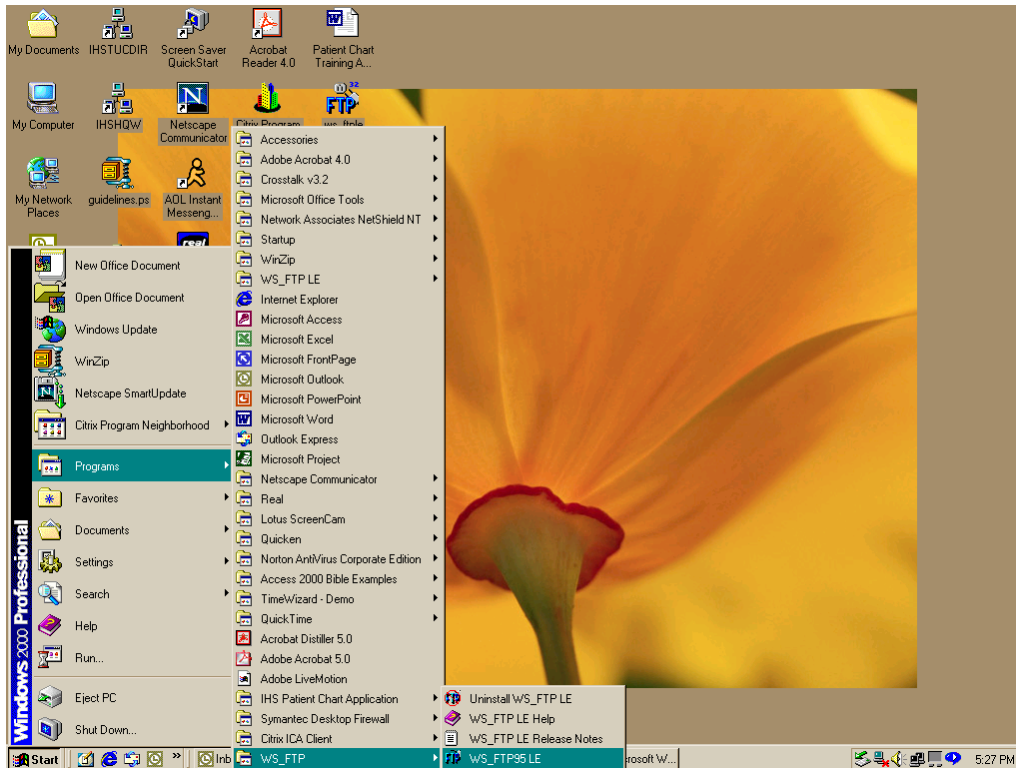14. The following dialogue box will appear:

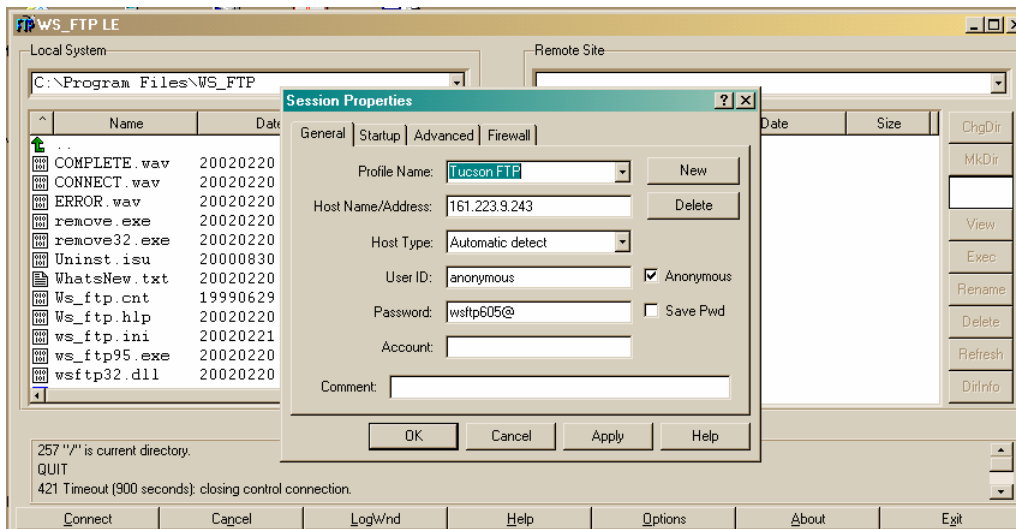Click "OK."

The opened WS_FTP folder should be displayed:

If you are ready to start transferring files, open WS_FTP by double-clicking on the icon and then following the steps below in "How To Use." Otherwise close the folder.

How to Use WS_FTP LE

1. To open WS_FTP LE from the desktop, click Start/ Programs/ WS_FTP/ WS_FTP95LE

    The main screen and the Session Properties boxes should display, showing the last server that you connected to. If this is a new installation, you will need to set up a new server account (see #2 below).
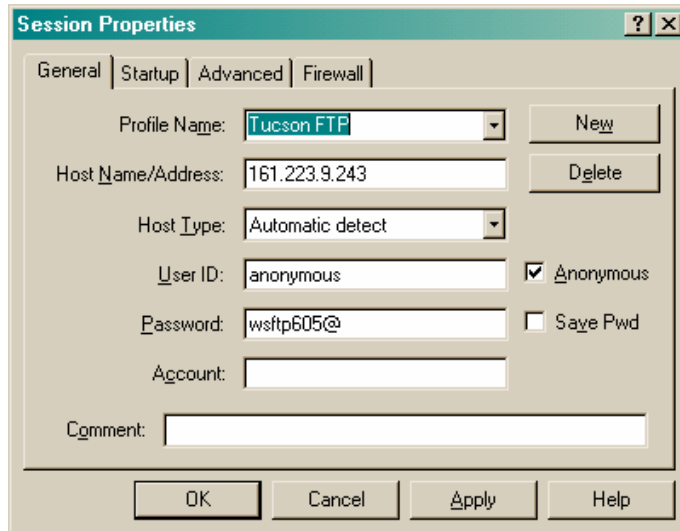

    If the Session Properties box does not display, click on the "Connect" button at the lower left.

2. Setting Up a New Server Account

If this is a new installation of FTP on your computer, you may want to set up two separate sessions: one for the ITSC Tucson FTP server, where Patient Chart software is located, and one for the main IHS FTP server, where most other RPMS software is located.

Click the "New" button.

For the Tucson FTP server:

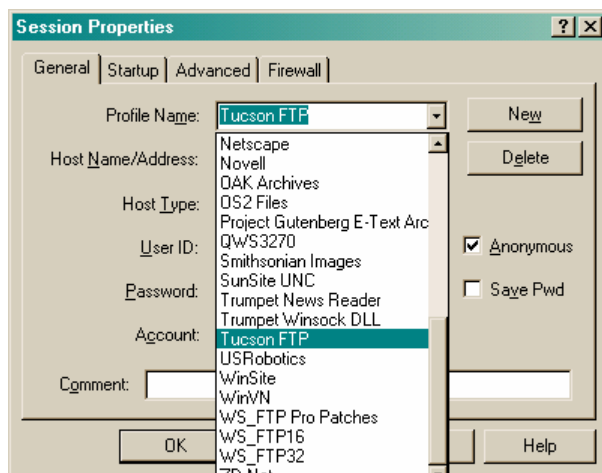Type in any Profile Name that you will remember, such as "Tucson FTP."

Fill in the Host Name and Host Type boxes with the information displayed here.

Check the Anonymous box. The User ID and Password fields will fill in automatically.

Click "OK."

To set up another new account for the main IHS FTP server, follow the same steps as above. Type ftp.ihs.gov into the Host Name box.

3. To start your FTP session, select the server you want to connect to in the Session Properties box. If the correct server is not displayed, select it by scrolling through the Profile Name box.

When you have selected the server name you want, click "OK." NOTE: the application will make a loud noise like a train whistle as it connects to the server.

4. The main WS_FTP screen will appear. <u>Your</u> computer (C:\) is listed on the left, and the remote server that you are connecting to is on the right, displayed by the DOS prompt "/", meaning the root (main) directory of the server.
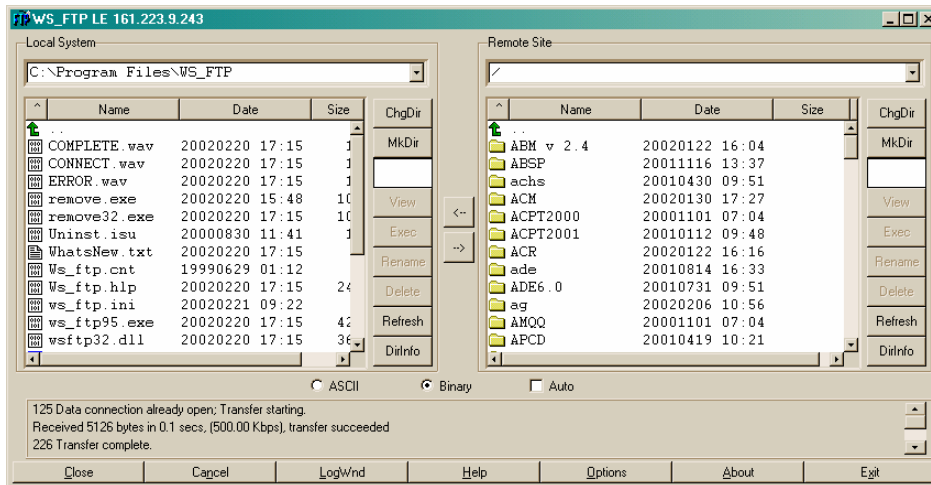
5. To select files from the remote server to transfer, ❶ scroll through the list of folders on the right screen, and ❷ select a folder by highlighting it.

To locate and select a subfolder or specific file within a folder, double-click on a folder name to display the contents of the folder ❸.

To return to the original folder, double click on the green up arrow ❹.
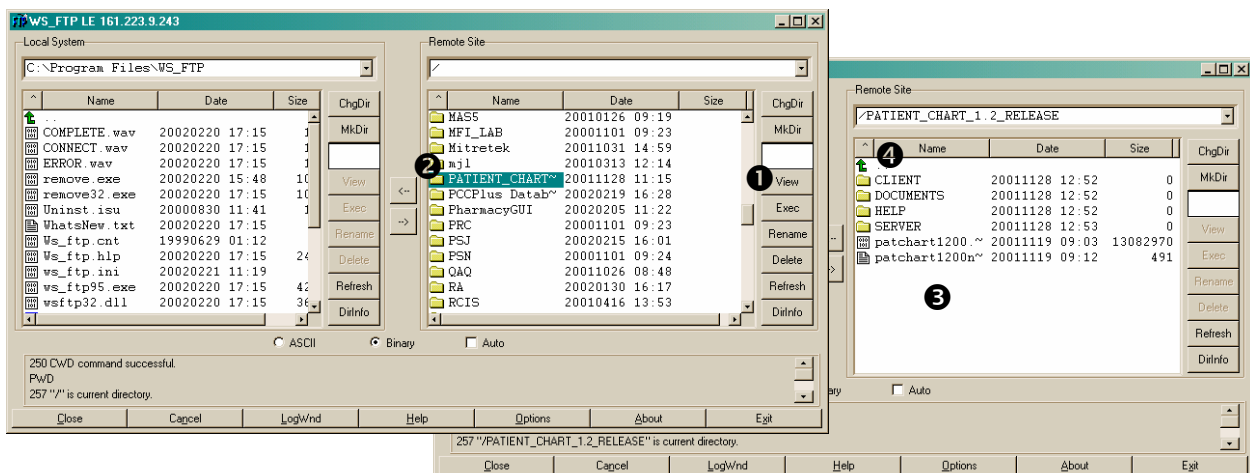
6. To transfer files, ❶ highlight the file(s) and/or folder you want to transfer from the Remote Site (right).

   If you want to save the files to another location than the default (C:\Program Files\WS_FTP), use the green up arrow ❷ on the Local System (left) side of the screen to navigate to the folder and double-click so that it displays in the window❸.

   Click on the left-pointing arrow ❹ in the middle of the screen, indicating that you want to transfer FROM the Remote Site TO the Local System.
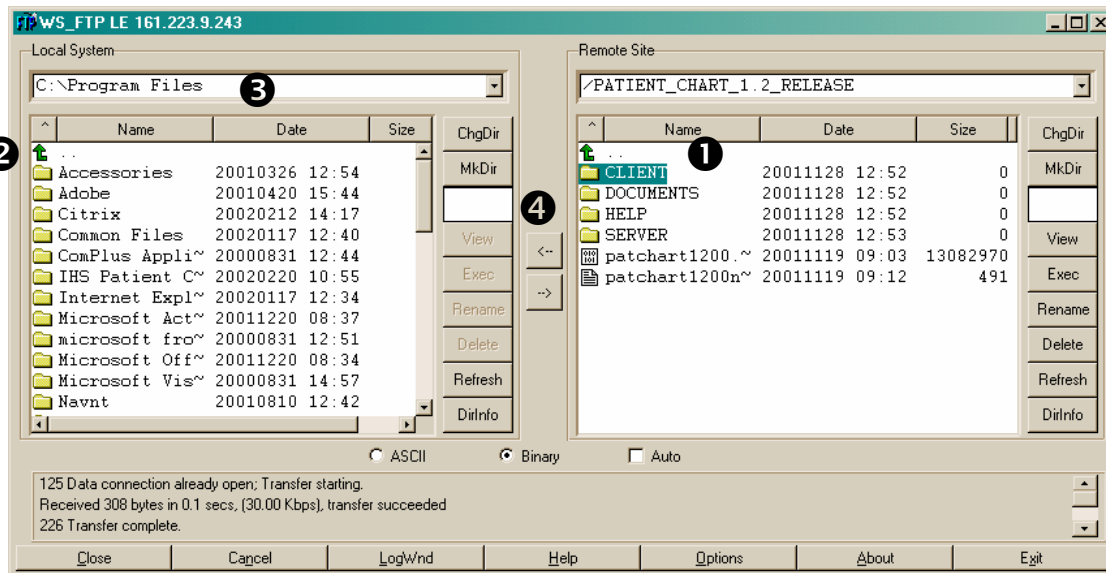
You will see the following message. Click "Yes" to continue the transfer.
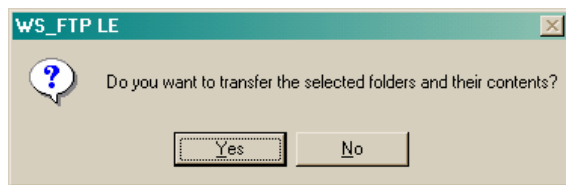
   File transfer may take a few seconds or a couple of minutes, depending on your site's bandwidth and the size of the files. Status will display in the lower left corner. WS_FTP will make a loud noise (if your computer has audio) when it's completed and display a status message.

7. To close the entire application, click the "Exit" button.

   To close the server connection, click "Close."

   To open a different server connection, click "Connect."